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ABSTRACT

This four-part manual details procedures to be followed by the Los Angeles Community College District (LACCD), the California State Department of Education (SDE), and the California Employment Development Department (EDD) in serving students eligible for wage allowances and educational benefits under the Trade Readjustment Act of 1974. Part I outlines the responsibilities of the EDD, SDE, and LACCD in administering the Act's provisions, which are designed to assist individuals who have become unemployed because of foreign imports. These responsibilities call for: (1) the EDD to determine student eligibility and the appropriateness of his/her course of study; (2) the SDE to designate appropriate institutions and to extend a line of credit to these institutions; and (3) the LACCD, as designated institution, to use this line of credit in providing up to $300 of assistance to each eligible student. Part II diagrams and outlines the 13-step process involved in designating an appropriate institution, developing a program of study, and using the line of credit to purchase necessary books and supplies for the students. For each step, the outline specifies a responsible agency, and activity, and a required form. Sample forms with explanations of their use are provided in Part III, followed in Part IV by a list of persons responsible for the Act's administration. (JP)

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ED197772

OPERATIONS MANUAL

TRADE READJUSTMENT ACT OF 1974

CONTRACT 80-7233

MAY 1, 1980 - JUNE 30, 1981

LINE OF CREDIT

WITH

CALIFORNIA STATE DEPARTMENT OF EDUCATION

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JULY 18, 1980

EDUCATIONAL SERVICES DIVISION

LOS ANGELES COMMUNITY COLLEGES

OPERATIONS MANUAL
TRADE READJUSTMENT ACT OF 1974
LOS ANGELES COMMUNITY COLLEGES
JULY 18, 1980

PREFACE

On June 25, 1980 the Board of Trustees of the Los Angeles Community Colleges authorized Contract No. 80-7233 for the period May 1, 1980 to June 30, 1981 with the California State Department of Education for a line of credit of $19,950 under the Trade Readjustment Act of 1974. The Trade Readjustment Act provides allowances and other adjustment assistances to individuals who become unemployed because of foreign imports. The Los Angeles Community College District will be working with the State Department of Education, SDE, and the Employment Development Department, EDD, in the execution of this program.

This Operations Manual describes the activities in the Los Angeles Community College District necessary to process the individuals receiving assistance under the Trade Act. The activities may vary from college to college, but the basic process will be the same. The activities for the other agencies, EDD and SDE, are included for the sake of understanding the complete process to better serve the individuals. The process has been checked with the other agencies. However, there are many other activities in the Trade Act in which they are involved not included in this manual. Changes may be made to their process which do not effect us. If changes are made which effect our process, we expect to be notified, so the changes can be addressed in our system. The purpose of this manual is to describe the activities within the Los Angeles Community College District.

OPERATIONS MANUAL
TRADE READJUSTMENT ACT OF 1974
LOS ANGELES COMMUNITY COLLEGES
JULY 18, 1980

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OPERATIONS MANUAL
TRADE READJUSTMENT ACT OF 1974
LOS ANGELES COMMUNITY COLLEGES
JULY 18, 1980

I. AGENCY RESPONSIBILITIES

I. AGENCY RESPONSIBILITIES

In the operation of the Trade Readjustment Act Program at the Los Angeles Community Colleges, two other agencies are directly involved. They are the California State Department of Education, SDE, and the Employment Development Department, EDD. Our District has contracted with SDE to provide occupational training to approximately seventy individuals who are unemployed as a direct result of foreign import competition. The responsibilities of these agencies are:

A. Employment Development Department, EDD

EDD has the overall responsibility for administering the Trade Readjustment Act in California. EDD determines eligibility of individuals, disburses readjustment allowances, and determines if occupational training is appropriate. EDD has contracted with SDE for administration of the educational training portion of the program.

B. State Department of Education, SDE

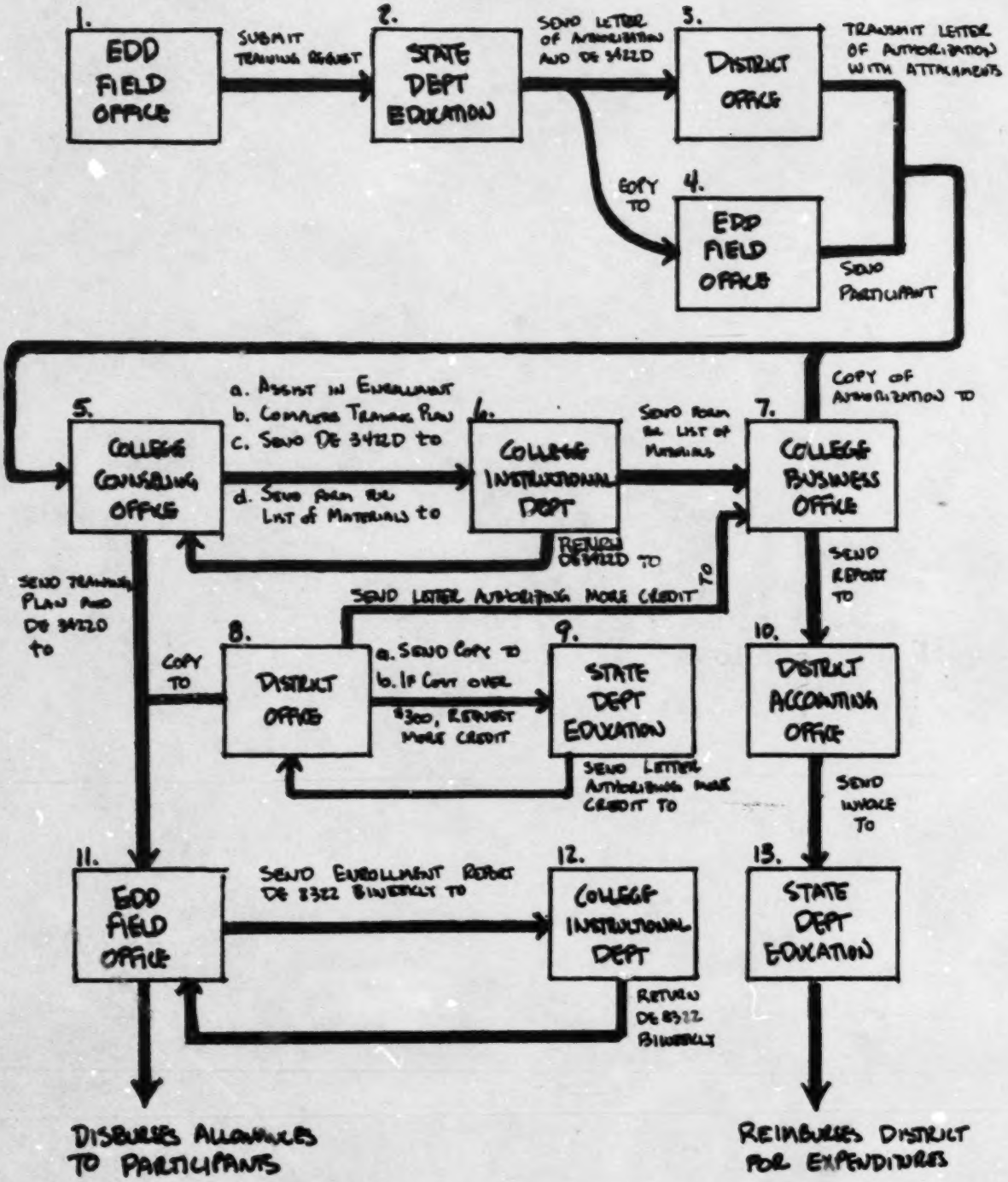
SDE designates the appropriate educational institution and initiates a contract with that institution. With our District, a Line of Credit Contract has been authorized. SDE will reimburse the District for expenditures incurred in this program.

C. Los Angeles Community College District, LACCD

LACCD will extend credit for books, supplies, tools, and fees required for a specified occupation to individuals authorized by letter from SDE. The credit will be limited to $300 per individual until prior written approval is obtained from SDE. Educational Services will transmit Letters of Authorization from SDE to the college counseling office. The college counseling office will serve as a referral point. The counseling office will complete the Training Plan and obtain signatures of persons who can verify continued enrollment. The appropriate instructional department will certify the books, supplies, tools, and fees required for a specified occupation and will sign enrollment reports biweekly. The business office will extend credit for the required books, supplies, tools, and fees required by the instructor and will submit as non-cash reports to the District accounting branch. The District accounting branch will bill SDE.

II. OPERATIONAL PROCESS

II.A. FLOW CHART



II.B. DESCRIPTION OF OPERATIONAL PROCESS

The following is a description of the step-by-step process for the use of the line of credit per contract with the State Department of Education (SDE) under the Trade Readjustment Act of 1974. The steps employed by SDE and the Employment Development Department (EDD) may change internal to their organization and these changes will be reflected in revised instructions as soon as possible. Regardless, in the Los Angeles Community Colleges the process will start with a transmittal letter from the District Office forwarding the authorization from the SDE.

Responsible Office	Activity	Form(s)
1. EDD Field Office	1. Submits Training Request to SDE.	Training Request
2. SDE	2a. Identifies institution to provide specified occupation training. 2b. Sends Letter of Authorization to District Office with Retraining Benefits Enrollment Report(DE 3422) and copy of Training Request attached. 2c. Sends copy of Letter of Authorization with attachments to EDD Field Office.	SDE Letter of Authorization; DE 3422-Retraining Benefits Enrollment Report
3. District Office LACCD	3. Send Transmittal Letter to college counseling office with SDE Letter of Authorization, copy of Training Request, (possibly) Retraining Benefit Enrollment Report(DE 3422) and with List of Books, Supplies, Tools, and Fees Required for Specified Occupation. (Counseling office will wait for the individual to report for training.) A copy of the package will go to the college business office.	District Transmittal Letter; List of Books, Supplies, Tools, and Fees Required for Specified Occupation
4. EDD Field Office	4. Refers authorized individual to counseling office of specified college with Training Referral Form(DE 8838) upon receipt of copy of Letter of Authorization from SDE.	DE 8838-Training Referral(Frontside of DE 8838)
5. College Counseling Office	5a. Completes Training Plan.	DE 8838-Training Plan(Back of DE 8838)

Responsible Office	Activity	Form(s)
5. College Counseling Office	5b. Assists the referred individual in enrolling in specified occupation; and informs the student that the credit is normally only available the first thirty days of the current semester and in subsequent semesters, unless there are special circumstances.	
	5c. Send Retraining Benefit Enrollment Report (DE 3422D) to respective Department of Instruction for signatures, and	DE 3422D-Retraining Benefit Enrollment Report
	5d. Send List of Books, Supplies, Tools, and Fees Required for Specified Occupation to respective Department of Instruction.	
	5e. Send completed Training Plan and DE 3422D to EDD Field Office with copy to District Office.	
6. College Dept. of Instruction	6a. Completes List of Books, Supplies, Tools, and Fees Required for Specified Occupation and sends to college business office.	
	6b. Completes and signs DE 3422D and returns to counseling office.	
7. College Business Office	7a. Provides to students items from list.	Book and Supply Order Form
	7b. The bookstore makes a non-cash sale to trainee enrolled in Trade Act Program.	
	7c. The non-cash sale report used by campus bookstore is sent to Accounting Branch weekly as an attachment to bookstore collection report. The non-cash sale will be broken down into the categories of books, supplies, tools, tuition, or fees. The amount of the sale is reported on the collection report as an accounts receivable. If credit is extended to the participant for non-resident tuition, the Book and Supply Order Form should be attached to the Weekly Miscellaneous Collections Report.	

Responsible Office		Activity	Form(s)
7.	College Business Office	7c. An explanation must be provided in the remarks section of the form that " credit was extended to a student for non-resident tuition enrolled in the Trade Act Program for which the Accounting Branch must establish a receivable from SDE and then invoice SDE." (The Accounting Branch will establish a receivable in the bookstore or general fund and submit an invoice to the State Department of Education.)	
		7d. The campus business office maintains a folder for each trainee which includes the Dept. of Education authorization letter, instructor's certification of allowable expenditures and a form which maintains the balance available for the trainee.	
		7e. At end of student's authorization, the student's file will be retained in the campus business office for audit.	
8.	District Office	8a. Send copy of completed training plan to SDE upon receipt from counseling office.	
		8b. Request additional credit from SDE for individual if estimated training cost over $300.	
		8c. Send letter authorizing more credit to college business office if approved by SDE, or letter reducing credit if costs are under $300.	
9.	SDE	9. Send letter to District Office authorizing additional credit for individuals whose training costs are over $300.	
10.	District Acctg. Ofc.	10. Establish a receivable in bookstore and submit invoice to SDE.	
11.	EDD Field Office	11. Sends Request for Periodic TRA Training Allowances (DE8322) to college Department of Instruction.	DE 8322-Request for Periodic TRA Training Allowances
12.	College Instr. Dept.	12. Return to EDD Field Office completed DE 8322.	
13.	SDE	13. Reimburse District for expenditures.	

III. FORMS

III.A. TRAINING REQUEST FORM

The Training Request Form is completed (except for the bottom section) by the Employment Development Department Field Office indicated in the FO Address Block. The Training Request is submitted to the State Department of Education (SDE). SDE contacts a college to provide the specified occupation and indicates the college and the contact person in the section at the bottom of the page titled "to be completed by referral agent." SDE then sends a copy of the Training Request along with the Letter of Authorization to the District Office and a copy to the EDD Field Office indicated on the form.

TRADE ACT TRAINING PROJECT

TRAINING REQUEST

TO: _____ DATE _____

_____ TA-W# _____

_____

PLEASE ARRANGE FOR TRAINING AND TRAINING RELATED SERVICES TO BE PROVIDED FOR:

NAME _____ SSA NO. _____

ADDRESS _____ MALE/FEMALE AGE _____

_____

1. OCCUPATION FOR WHICH TRAINING IS TO BE PROVIDED _____

2. SPECIAL CONDITIONS/REQUIREMENTS THAT MUST BE MET BY TRAINING _____

_____

3. HIGHEST LEVEL OF EDUCATION ATTAINED (CIRCLE) 1 2 3 4 5 6 7 8 9 10 11 12

   POST SECONDARY EDUCATIONAL EXPERIENCE _____

4. TRAINING AND/OR EXPERIENCE IN AREA FOR WHICH TRAINING IS TO BE PROVIDED _____

_____

5. BENEFIT PERIOD BEGINS _____ AND ENDS _____

6. AS OF DATE INDICATED ABOVE APPLICANT HAS UP TO _____ WEEKLY ALLOWANCES FOR WHICH HE/SHE REMAINS POTENTIALLY ELIGIBLE.

   _____ LENGTH OF TRAINING LIMITED TO PERIOD COVERED BY WEEKLY ALLOWANCES

   _____ CLIENT HAS SHOWN ABILITY TO SUPPORT HIMSELF/HERSELF DURING TRAINING WITHOUT ALLOWANCES. TRAINING MAY BE APPROVED FOR UP TO 104 WEEKS.

_____

FO ADDRESS INTERVIEWER

_____

PHONE: _____

TO BE COMPLETED BY REFERRAL AGENT

NAME OF SCHOOL _____ PHONE _____

ADDRESS _____ CONTACT PERSON: _____

STARTING DATE _____

INSTRUCTIONS _____

III.B. DISTRICT TRANSMITTAL LETTER FOR LINE OF CREDIT

Once the SDE Letter of Authorization is received by the Office of Instructional Services, a transmittal letter will be sent to the respective college counseling office indicating the college may use the Line of Credit Contract. The letter will indicate the maximum amount of credit which will be $300. If additional funds are required, the maximum amount of credit will be extended at a later date by an additional transmittal letter. No credit is authorized under this contract unless this letter is received by the college. A copy will go to the business office.

The attachment to the transmittal letter will be:

1. SDE Letter of Authorization
2. Training Request
3. (Possibly) Retraining Benefit Enrollment Report - DE 3422D
4. List of Books, Supplies, Tools, and Fees Required for Specified Occupation

The DE 3422 is a signature card signed by the appropriate instructional department that will be sent to the EDD Field Office with the Training Plan by the counseling office after the student has enrolled. The List of Books, Supplies, Tools, and Fees Required for Specified Occupation will be sent by the counseling office to the appropriate instructional department for completion.

It is possible the DE 3422D may not be attached. If that situation occurs, then the DE 3422D should come with the Training Referral DE 8838.

INTER-OFFICE CORRESPONDENCE
Los Angeles Community Colleges

To:

From: Louis F. Hilleary, Director
Instructional Services

Subject. LINE OF CREDIT CONTRACT NO. 80-7233
TRADE READJUSTMENT ACT OF 1974

The attached Letter of Authorization with attachments was received from the State Department of Education. Your college is authorized to extend up to $300 credit to _____ designated on the attachments for fees, books, supplies, or tools necessary for the occupational program specified in the attachments per Contract No. 80-7233 for the period May 1, 1980 to June 30, 1981 under the Trade Readjustment Act of 1974. An Operations Manual was provided to your college on August 4, 1980 for your use in executing this line of credit. As indicated your college may want to adapt the process to your particular organization. However, the fiscal part of the process must be followed. If there are any questions, please contact Paul Stansbury extension 539.

LFH:PS:cae

cc: College Fiscal Administrator

III.C. SDE LETTER OF AUTHORIZATION

The Letter of Authorization will be addressed to the contact person at the college, but will be sent to the Office of Instructional Services at the District Office. The name of the trainee will be completed and will be that of the person on the attached Training Request. The Contract No. is an SDE number and will not relate to our numbers. A Retraining Benefit Enrollment Report (DE 3422D) may also be attached. If the DE 3422D is not attached, one will be forthcoming from the EDD Field Office. See the section on DE 3422D for instructions.

The SDE Letter of Authorization authorizes the District to use the Line of Credit. However, before a college uses the Line of Credit, the District must transmit the Letter of Authorization to the college. It is possible a copy of the Letter of Authorization may come from another source. Until a transmittal letter for it is received from the District, it cannot be used to initiate the use of credit.

STATE OF CALIFORNIA

DEPARTMENT OF EDUCATION

State Education Building 721 Capitol Mall Sacramento 95814

Trainee: _____

Contract No. _____

Attached is a Training Request for educational services to be charged to your contract with the State Department of Education for persons receiving benefits under the Trade Readjustment Act of 1974. By copy of this letter we are informing the appropriate Employment Development Department Field Office of delivery of the enclosed, so they may notify the TRA client(s) to report for training.

Please complete, sign, and send Retraining Benefit Enrollment Report (DE 3422) as per instructions on reverse side to the EDD Field Office shown on the Training Request.

Albert Metzler, Consultant
Adult Education Field Services
(916) 322-2175

cc: EDD Field Office -

RETRAINING BENEFITS ENROLLMENT REPORT		
*LOCAL OFFICE SPECIALIST COMPLETE ITEMS 1 THROUGH 7		
		9. Subjects (A) _____ (B) _____ (C) _____ (D) _____ (E)
1. Applicant's Name	6. SSA No.	
2. DOT Title and Code	7. Name of Training Facil.	
3. Title of Approved Course	SCHOOL COMPLETE ITEMS 8-10	
4. Week ending date of 1st 3422 C.	8. Training Schedule (A) Date Entered (B) Total Hours (C) Hours Per Week (D) Total Weeks (E) Ending Date	10. Authorizing Signatures (A) _____ (B) _____ (C) _____
5. MT Specialist's Signature		
LOCAL OFFICE STAMP		NOTICES TO SCHOOL AND CLAIMANT *See Reverse*
DE 3422 D Rev. 1 (2-67)		

III.D. RETRAINING BENEFIT ENROLLMENT REPORT - DE 3422D

This form authorizes signatures of those instructors or other persons who will be asked to sign the Request for Periodic TRA Training Allowances(DE 8322) which indicates the student is making satisfactory progress in the program.

Items 1-7 are to be completed by the EDD Field Office.

Items 8 & 9 are to be completed by counselor per the training plan.

Item 10 - The counselor is to obtain the signatures of the Department Chairperson and instructors.

The completed DE 3422 D will then be attached to the completed training plan and sent to the EDD Field Office indicated on the Training Referral (DE 8838) which is on the other side of the training plan.

RETRAINING BENEFITS ENROLLMENT REPORT		
LOCAL OFFICE SPECIALIST COMPLETE ITEMS 1 THRU 7		9. SUBJECTS
1. APPLICANT'S NAME	6. SSA NO.	(A) _____
		(B) _____
2. DOT TITLE AND CODE	7. NAME OF TRAINING FACILITY	(C) _____
		(D) _____
3. TITLE OF APPROVED COURSE	SCHOOL COMPLETE ITEMS 8 THRU 10	(E) _____
	8. TRAINING SCHEDULE	
4. WEEK ENDING DATE OF 1ST 3422 C	(A) DATE ENTERED _____	10. AUTHORIZING SIGNATURES
_____,	(B) TOTAL HOURS _____	(A) _____
5. MT SPECIALIST'S SIGNATURE	(C) HOURS PER WEEK _____	(B) _____
LOCAL OFFICE STAMP	(D) TOTAL WEEKS _____	(C) _____
	(E) ENDING DATE _____	NOTICES TO SCHOOL AND CLAIMANT • *See Reverse* •
DE 3422 D Rev. 1 (2-67)		

RETRAINING BENEFITS ENROLLMENT REPORT

NOTICE TO CLAIMANT

This form when completed by the training facility will constitute official enrollment for retraining purposes, when you register at the training facility, please give this form to the school registrar or instructor and request completion of the reverse side. Retraining benefits will not be paid until this form, properly completed, has been returned to our office by the training facility.

NOTICE TO TRAINING FACILITY

The individual named on the reverse of this form has been determined eligible for retraining benefits for the course indicated. Please complete the following items on the reverse of this form. ITEM 8. TRAINING SCHEDULE. Enter the required information relating to the duration of approved training course. ITEM 9. SUBJECTS. List the subjects in which the student has enrolled. ITEM 10. AUTHORIZING SIGNATURES. Obtain the signatures of those officials who will be authorized to sign the weekly certification, DE 3422 C, attesting to the satisfactory pursuit of this ocurse by this student. These signatures will be used for comparison purposes. One signature should be that of a staff member who will be available to sign during short vacation periods.

Please return this form promptly to the originating employment service office using the attached self-addressed envelope. No postage is required. Any delay in returning this form will result in the withholding of benefits to the student.

III.E. TRAINING REFERRAL (DE 8838)

After the EDD Field Office receives a copy of the SDE Letter of Authorization, the individual will be referred to the designated college with the Training Referral Form (DE 8838). The Training Referral is the front side of the DE 8838. The back is the Training Plan which will be discussed later.

The Training Referral will be addressed to the identified contact person at the college and will introduce the individual identified on the Letter of Authorization. The Field Office address referring the individual will be included in the address block. The interviewer's signature will be that of the EDD counselor who will be working with the individual.

TRADE ACT TRAINING REFERRAL

TO _____

_____

_____

DATE _____

TRADE ACT PETITION NUMBER:
TA- W _____

THIS IS TO INTRODUCE:

NAME _____

SSA NO. _____

ADDRESS _____

PHONE _____

TRADE ACT BENEFIT PERIOD

BEGINNING DATE _____

ENDING DATE _____

APPLICATION FOR TRAINING MADE WITHIN FIRST 180 DAYS:
YES ____ NO ____

The Employment Development Department has determined that the above named applicant meets the eligibility requirements for training stipulated in the Trade Act of 1974 (Public Law 93-618) Section 236 A in that:

There is no suitable work available to the applicant and,

Suitable work would be available were the applicant to successfully complete training as a:

OCCUPATION TITLE _____

OCCUPATION CODE (AS LISTED IN THE DICTIONARY OF OCCUPATIONAL TITLES) _____

In order for this training to enhance the applicant's employability it must meet the following conditions:

_____

_____

_____

The following tests have been administered to the applicant with results as indicated.

_____

_____

_____

Please develop a training plan and arrange for the delivery of training and training-related services needed to achieve the career goal shown above. Return a copy of the training plan to this office.

Please assist the applicant in the completion of the attached REQUEST FOR TRA WHILE IN TRAINING, DE8320. Instruct the applicant to return the completed form to this office.

FO Address:

Interviewer Signature

_____

DE 8838 (1-80)

III.F. TRAINING PLAN

The Training Plan is to be completed by the contact person or other person in the Counseling Office.

Items

1. Completed by counselor, if determined appropriate or necessary.

2. Must be the occupation indicated on training request.

3. Determined by the specified occupational training.

4. Estimated as best as possible. The maximum amount of credit per individual is $300. This may be increased but only after approval from SDE and the District Offfice. If the estimated cost of training exceeds $300, by receiving a copy of the training plan the Office of Instructional Services will initiate a request for additional credit. The approval will then be forwarded to the college. In the meantime, the individual is authorized the $300 line of credit.

5. Completed by counselor as required for specified occupation.

6. Self-explanatory.

7. Completed once the individual is enrolled or it can be safely assumed the student can be enrolled.

8. Completed once the individual is enrolled or the information on days and hours of instruction can be safely assumed.

9. Completed or attached as appropriate.

If the individual cannot be enrolled in the occupation specified, contact the EDD counselor indicated on the reverse side.

The Training Plan should be sent along with the DE 3422 to the EDD Field Office shown on form. Send a copy to the Office of Instructional Services.

STATE DEPARTMENT OF EDUCATION
TRADE ACT TRAINING PROJECT

LOCAL EDUCATIONAL AGENCY
TRAINING PLAN

1. Tests given and results: _____

_____

2. Occupation for which worker will be trained:

3. Projected level of competency and special conditions (e.g., certification) that will be met by training:

_____

_____

4. Estimated cost of training:

Tuition $_____ Supplies $_____

Books $_____ Tools $_____

Other costs (to include fixed costs).....$_____

TOTAL COST OF TRAINING $_____

5. Training/Component/Activity	Start Date planned	Start Date actual	End Date planned	End Date actual	Training to be covered

6. Name and address of training facility:

7. Training will begin on _____ and is expected to end on or about _____ a total of _____ weeks.

8. Days and hours of instrucion

Sun _____ Mon _____ Tues _____ Weds _____ Thurs _____ Fri _____ Sat _____

9. Curriculum (may be attached)

Interviewer Signature _____

III.G. REQUEST FOR PERIODIC TRA TRAINING ALLOWANCES - DE 8322

The purpose of this form is to verify the continued eligibility for the participant of training allowances under the Trade Readjustment Act of 1974.

Sections A and B are completed by the participant.

Section C is to be completed by the persons in the Instructional Department who signed the Signature Authorization Slip DE 3422D - Retraining Benefits Enrollment Report.

Item 1 - It has been indicated that satisfactory progress can be based on continued enrollment.

Item 2 - Not applicable.

Item 3 - Based on participant's enrollment and to be signed by instructor or other persons indicated on DE 3422D.

In Item 3 the sentence which reads "statements made by the participant appear to be complete and correct to the best of my knowledge" should be crossed out. The form should be mailed to the EDD Field Office indicated on the form.

STATE OF CALIFORNIA

Employment Development Department

III.G. REQUEST FOR PERIODIC TRA TRAINING ALLOWANCES

Name

Address _____
Number Street

_____
City State Zip

Claim for
Period from _____ to _____

Social Security No. _____

Petition No. _____

A. PARTICIPANT

	NO	YES	Explain all YES answers
1. Have you previously received a Trade Readjustment Allowance or any other training allowance for this claim period?			Name of Program: Date Recd. _____ Amt. Recd. $ _____
2. Have you applied for or will you apply for unemployment insurance for the training period shown above?			Type of Claim Paying State
3. Did you receive unemployment insurance of any kind during this claim period?			Amount $
4. Have you worked in employment or self-employment during this claim period?			Gross Earnings $ _____ Name of Employer _____ Address _____ _____

B. CERTIFICATIONS

PARTICIPANT CERTIFICATION

I authorize deduction for advances made to me, if appropriate. I give this information to support my request for qllowances. The information contained is correct to the best of my knowledge. I understand that penalties are provided for willful misrepresentation made to obtain allowances to which I am not entitled.

Participant Signature Date

DE 8322 (12-75)

C. TRAINING FACILITY

	NO	YES	Explain all "no" answers
1. From the beginning of training and through the training period shown above, has the participant made satisfactory progress in training?			Reason for unsatisfactory Progress
a. If "NO", did good cause exist for participant's unsatisfactory progress in training?			Date terminated _____ Last hour & date attended _____
2. Did you provide lodging and meals to this participant during the training period shown above?			If "YES", charge per day: $_____ per day No. of days provided _____

3. ATTENDANCE RECORD: Enter "E" for each day the participant has an excused absence.
Enter "U" for each day the participant has an unexcused absence.
Enter "C" for each day the training facility is closed.
Make no entry when participant attends training.

	MON	TUES	WED	THURS	FRI	SAT	SUN	No. of Days Training Scheduled
Week No. 1								
Week No. 2								

TRAINING FACILITY

The answers in part "C" are in accordance with our records. Statements made by the participant appear to be complete and correct to the best of my knowledge.

_____ Signature of Training Official
Name of Training Facility

_____ Date

MAIL FORM TO:

EMPLOYMENT DEVELOPMENT DEPARTMENT
MTPU NO. 850
800 Capitol Mall
Sacramento, CA 95814

III.H. LIST OF FEES, BOOKS, SUPPLIES, AND TOOLS REQUIRED FOR SPECIFIED PROGRAM

This form is to be completed by the Instructional Department. It is to indicate all those fees, books, supplies, and tools required for the specified occupational training. No prices have to be attached on this, but can be if it is convenient for the instructor or counselor. The purpose is to ensure the students use of the credit for the necessary materials.

Items 1-4 are self-explanatory.

Item 5 is a complete list which may be attached of all fees, books, supplies, or tools required for the specified occupational training.

Item 6-8 are self-explanatory.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

CONTRACT NO. 80-7233
TRADE READJUSTMENT ACT
OF
1974

III.H. LIST OF FEES, BOOKS, SUPPLIES, AND TOOLS REQUIRED FOR SPECIFIED PROGRAM

1. College _____ 2. Date _____

3. Trainee _____ 4. Occupational Training Specified by the Dept. of Education _____

5. Description

6. I certify that the fees (no ASB fees are allowed), books, supplies, tools, and other costs listed above/attached are required for the occupational training specified by the California State Department of Education per Contract No. 80-7233 for the period May 1, 1980 to June 30, 1981 as authorized by the Board of Trustees on June 25, 1980 under the Trade Readjustment Act of 1974.

7. _____ 8. _____
Department Chairperson Date

III.I. BOOK AND SUPPLY ORDER FORM

This form is to serve as the non-cash sale report to be submitted to the District Accounting Branch weekly. The amount of sale is reported on the collection report as an account receivable. The college business office may use their own form. However, the same information must be included of Items 1 through 10. Also, the information on the college form must have the sales broken down into the categories of books, supplies, tools, and fees.

Items 1-4 are self-explanatory.

Item 5 The amount authorized in transmittal letters from the District. The initial transmittal letter will be $300. Additional amounts may be authorized by additional letters or reductions may be made if Training Plan indicates lower costs.

Item 6 To be completed by college. Description should be clear and distinguishable. No credit is authorized for items except for those included on the list of books, supplies, tools, and fees for specified occupation certified by Instructional Department. No ASB fees are allowed. Items may not be duplicated. Once an item is bought from the list, it is not authorized for a credit purchase again. The purchase must be made within the first 30 days of the start of the semester.

Items 7-11 are self-explanatory.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

CONTRACT NO. 80-7233
TRADE READJUSTMENT ACT
OF
1974

III.I. BOOK & SUPPLY ORDER FORM

1. College _____ 2. Date _____

3. Trainee _____ 4. Occupational Training Specified by the Dept. of Education _____

5. Amount Authorized for Fees, Books, Supplies, Tools, and other costs per Contract No. 80-7233 with the California State Department of Education: $ _____
(No ASB fees are allowed.)

6.

Description	Books	Supplies	Tools	Total Bkstre Chgs.	Tax	Fees	Total Chgs.	Balance
Beginning Balance (See Item #5)								

7. I certify that the items listed above/attached have been received by me in good condition and have incurred the expenditures indicated.

8. _____ 9. _____
Student's Signature Date

10. _____ 11. _____
College Fiscal Administrator or Bookstore Manager Date

IV. CONTACT PERSONS

IV.A. Employment Development Department

Los Angeles Regional Coordinator	Gayle Anderman 1525 So. Broadway Los Angeles, CA. (213) 744-2740
TRA Specialist at Field Office (The EDD counselor who will be working with each participant will be identified on the Letter of Authorization.)	(See attached.)

IV.B. State Department of Education

Consultant, Adult Education Field Services	Albert Metzler 721 Capital Mall Sacramento, CA. 95814 (916) 322-2175
Program Analyst, Adult Education Field Services	Arminta Winner 721 Capitol Mall Sacramento, CA. 95814 (916) 323-2605
Consultant, Adult Education Field Services	Tom Bauer 721 Capitol Mall Sacramento, CA. 95814 (916) 322-2175

IV.C. Los Angeles Community Colleges

District Coordinator of Special Programs	Paul Stansbury 617 West 7th Street Los Angeles, CA. 90017 (213) 628-7788 ext. 539
Los Angeles Trade-Technical College	Earl Adams 400 West Washington Blvd. Los Angeles, CA. 90015
(Contact persons at other colleges to be designated.)	

EDD OFFICES - LOS ANGELES REGION

Avalon Service Center #168
4710 S. Broadway, L.A. 90037
744-2015

Canoga Park ES #011
8211 Remmet Ave., Canoga Park 91304
348-9063

Compton ES #103
1940 N. Bullis Rd., Compton 90221
639-5180

Culver City ES #002
10829 Venice Blvd., Culver City 90034
837-0181

Duarte ES #104
1805 E. Huntington Dr., Duarte 91010
359-6601

East Los Angeles ES #105
944 S. Indiana St., L.A. 90023
268-7266

East Los Angeles Service Center #122
923 N. Bonnie Beach Place, L.A. 90063
269-0271

El Monte ES #001
10404 E. Valley Blvd., El Monte 91743
575-7571

Glendale DI #218
237-B N. Central Ave., Glendale 91203
243-2111

Glendale ES #003
1255 S. Central Ave., Glendale 91204
245 -2686

Hollywood ES #556
6725 Santa Monica Blvd., L.A. 90038
461-9121

Hollywood UI #004
1116 N. McCadden Pl., L.A. 90038
461-9121

Inglewood ES #558
4546 W. Century Blvd., Inglewood 90304
678-2541

Inglewood UI #006
4540 W. Century Blvd., Inglewood 90304
678-2541

Lakewood ES #118
4247 Woodruff Ave., Lakewood 90713
429-2429

Lancaster ES #102
44902 N. 10th St., W., Lancaster 93534
805-942-1146

Long Beach DI #205
1315 Pine Ave., Long Beach 90813
599-5871

Long Beach Emp. Ing. Proj. #599
1525 Seabright, Long Beach 90813
590-5422

L.A. Alien Certification #405
156 W. 14th St., L.A. 90015
744-2105

Los Angeles Central #482
161 W. Venice Blvd., L.A. 90015
744-2105

Los Angeles DI #206
1525 S. Broadway, Rm. 434, L.A. 90015
744-2365

L.A. Job Bank Sector "Q" #419
1400 S. Hill St., L.A. 90015
744-2800

L.A. Job Bank Sector "R" #420
11915 W. Washington Blvd. LA 90066
390-7902

L.A. Job Bank Sector "S" # 421
6464 Vesper, Van Nuys 91411
787-3410

L.A. Job Bank Sector "T" #422
8855 E. Valley Blvd., Rosemead 91770
575-6919

L.A. Job Bank Sector "U" #423
3605 Long Beach Blvd., Long Beach 90807
426-3369

Los Angeles UI #121
1405 S. Broadway, L.A. 90015
744-2446

No. Hollywood ES #019
11049 Magnolia Blvd., N. Hollywood 91601
766-4301

Norwalk ES #125
12715 S. Pioneer Blvd., Norwalk 90650
868-3713

Pasadena ES #008
1207 E. Green St., Pasadena 91106
577-1300

Pomona ES #009
150 E. Arrow Highway, Pomona 91767
714-593-4901

Redondo Beach ES #108
1922 Artesia Blvd., Redondo Beach 90278

San Fernando ES #010
1520 San Fernando Rd., San Fernando 91340
365-4637

San Pedro ES #012
435 W. 8th St., San Pedro 90731
832-6441

Santa Monica ES #013
430 Broadway, Santa Monica 90401
451-9811

Santa Monica DI #220
3122 Santa Monica Blvd., Santa Monica 90406
829-7471

S. Central Los Angeles Service Cir #167
12700 S. Avalon Blvd., L.A. 90061
779-8010

South Gate JS #005
3215 Tweedy Blve., South Gate 90280
566-8993

Torrance ES #014
1220 Engracia, Torrance 90501
328-2611

Van Nuys DI #221
5430 Van Nuys Blvd., Van Nuys 91409
995-5790

Van Nuys ES #554
14404 Sherman Way, Van Nuys 91405
873-4351

Van Nuys UI #015
14400 Sherman Way, Van Nuys 91405
873-4351

West Covina ES #018
933 S. Glendora Ave., West Covina 91790
962-7011

Whittier DI #222
13215 E. Penn, Whittier 90602
945-1011

Whittier ES #016
7240 S. Greenleaf Ave., Whittier 90602
945-1011

Wilmington ES #085
400 N. Marine Ave., Wilmington 90744
834-3481

Wilshire ES #154
667 S. Burnside Ave., L.A. 90036
938-3901

8/80

ERIC Clearinghouse for Junior Colleges
96 Powell Library Building
University of California
Los Angeles, California 90024

MAR 6 1981